

# **Common Access Card (CAC) USER GUIDE**

**Login and Registration for Public Key Infrastructure (PKI)  
Certificates with the Enterprise Data & Global  
Exchange (EDGE) Portal**

**Last Update:  
May, 2007**

## CAC USER GUIDE

The First Time User Guide provides instructions for registering your Common Access Card (CAC) and using it to access EDGE. These instructions assume the user has registered their certificate through the ActivCard Gold Utilities and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Netscape); if this is not the case, please contact the DISANet Help Desk at (703) 607-6600, DSN 327.

If the information provided in this guide does not resolve all EDGE PKI-related issues, please contact EDGE Support at [EDGE\\_Support@disa.mil](mailto:EDGE_Support@disa.mil) or (703) 681-2327, DSN 761, or reference the [Frequently Asked Questions \(FAQs\)](#) found on the EDGE login page.

**PLEASE NOTE: Internet Explorer (IE) is the recommended browser for certificate registration and login to EDGE.**

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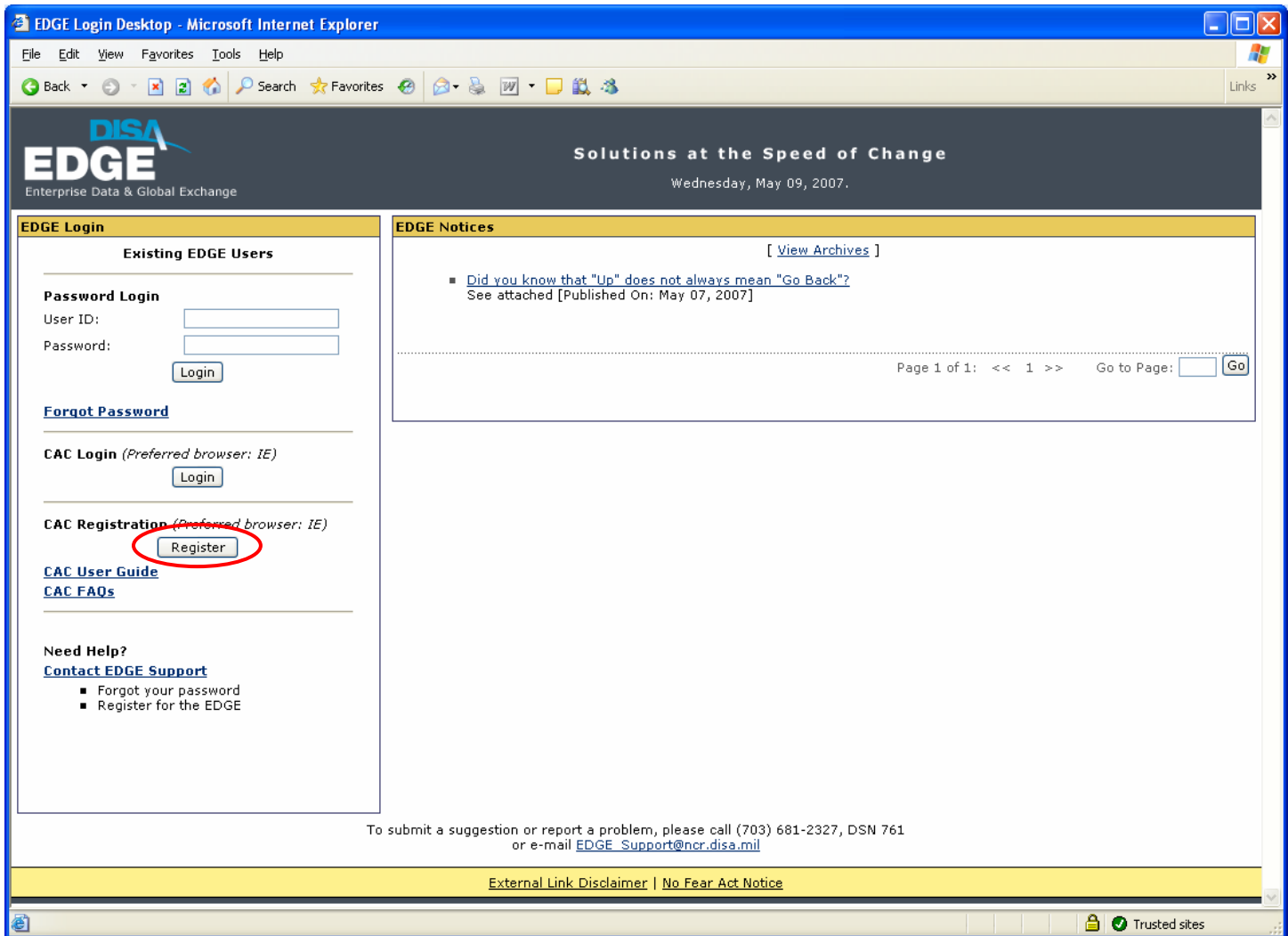
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# 1 Internet Explorer

These instructions assume the user has registered their certificate through the ActivCard Gold Utilities and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Netscape); if this is not the case, please contact the DISANet Help Desk at [HelpDesk.DISANet@disa.mil](mailto:HelpDesk.DISANet@disa.mil) or (703) 607-6600, DSN 327.

## 1.1 CAC Registration

1. Insert the user's CAC in the reader.
2. Open Internet Explorer and access the EDGE login page <https://edge.disa.mil>.
3. Click the "Register" button under "CAC Registration".



4. The "CAC Registration Information" window provides an overview of the registration process. Click the "Register Certificate" button to begin registration.

**CAC Registration Information**

Prior to login, EDGE users must complete the CAC registration process. In order to complete the process, the user will need a valid CAC and PIN, a DISA ID, and an email address.

The registration process is as follows:

- **CAC Registration Entry.** Enter your DISA email address (e.g., First.Last@disa.mil or First.Last.ctr@disa.mil) and DISA ID (i.e., the first three letters of your last name and the last six digits of your Social Security Number) and click the "Submit" button. Your information will be verified and a PKI Security Code will be sent to your email address. (Note: You may close your browser and continue the registration process at any time; a link to the PKI Security Code entry page will be included in the email.)
- **CAC Registration - Enter Security Code.** Type the PKI Security Code provided in the "PKI Self-Registration Security Code" email message into the "PKI Security Code" field and click the "Submit" button.
- **Certificate Selection.** A Client Authentication window will appear; select the appropriate certificate and enter your PIN when prompted.
- **CAC Registration Completion.** The CAC registration is complete. Click "Finish" to log in to the EDGE.

The following screens will step you through the process. Click "Register Certificate" to continue.

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[CAC FAQs](#)

5. In the "CAC Registration Entry" window, enter the user's DISA email address (e.g., First.Last@disa.mil or First.Last.ctr@disa.mil) and DISA ID (the first three letters of the last name followed by the last six digits of the Social Security Number). Click on the "Submit" button. Once the user's email address and DISA ID are verified, an email message will be sent to the user's account with a PKI Security Code. *[Note: To complete the remainder of the registration at a later time; a link to the PKI Security Code entry page will be included in the message.]*

**CAC Registration Entry**

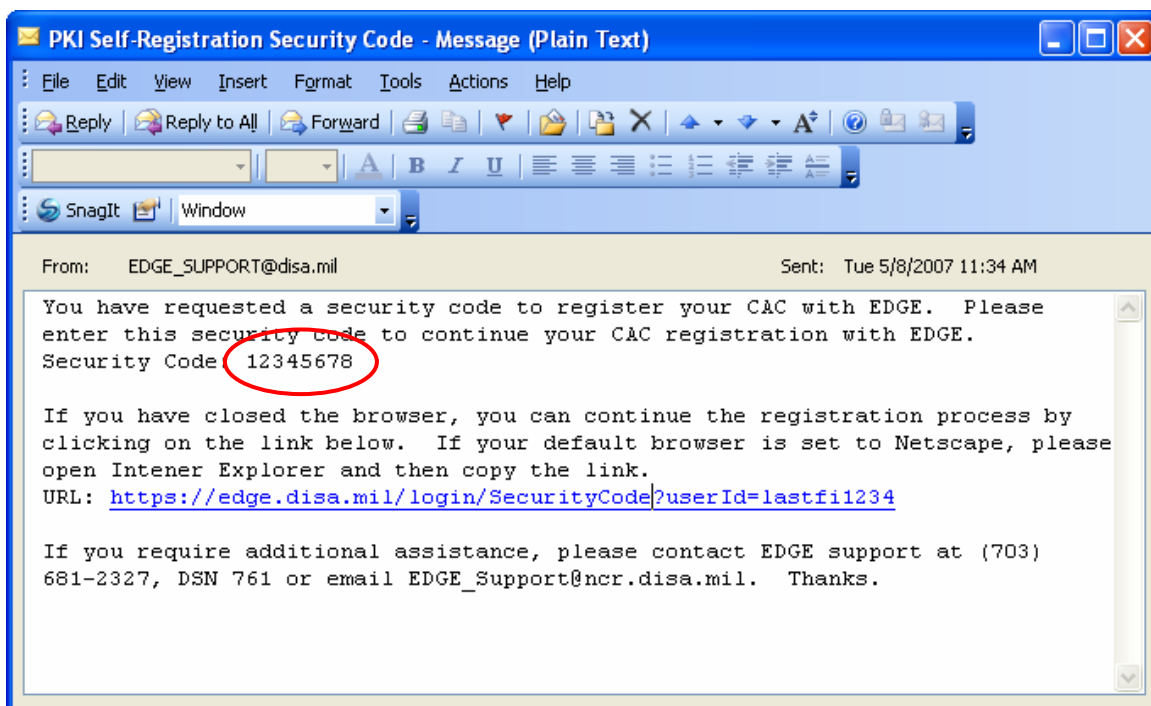
Enter your DISA email address (e.g., First.Last@disa.mil or First.Last.ctr@disa.mil) and DISA ID (i.e., the first three letters of your last name and the last six digits of your Social Security Number) and click the "Submit" button.

\*Email Address :

\*DISA ID :

Your information will be verified and a PKI Security Code will be sent to your email address. (Note: You may close your browser and continue the registration process at any time; a link to the PKI Security Code entry page will be included in the email.)

6. Note the PKI Security Code in the email message.



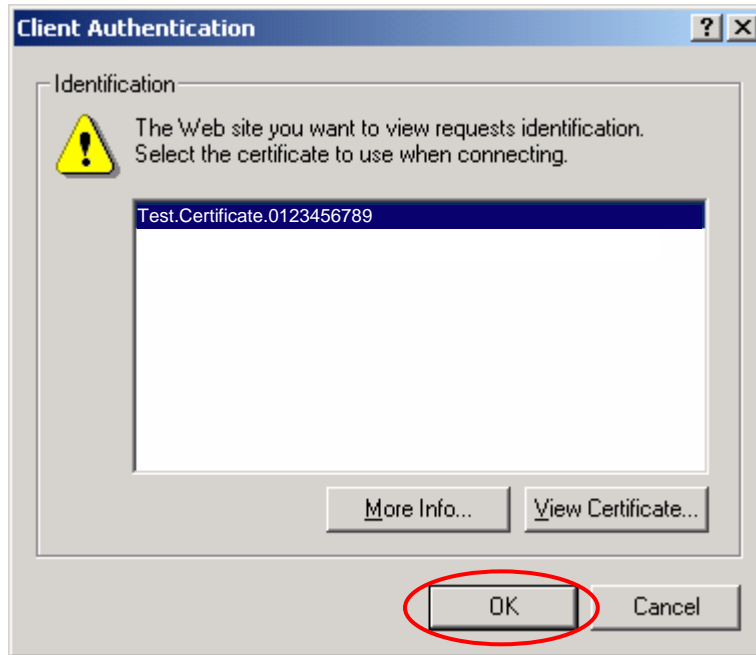
7. Enter the PKI Security Code from the email message into the "CAC Registration – Enter Security Code" window. Click the "Submit" button.

**CAC Registration - Enter Security Code**

Type the PKI Security Code provided in the "PKI Self-Registration Security Code" email message into the "PKI Security Code" field and click the "Submit" button.

\*PKI Security Code :

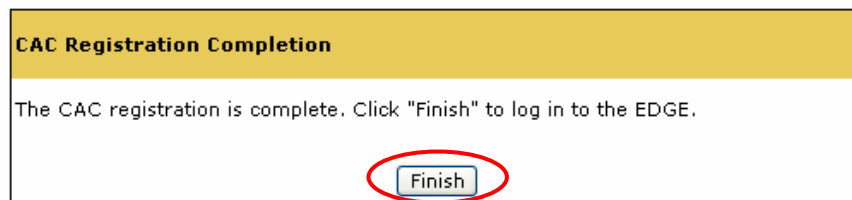
8. The Client Authentication window appears, displaying the user's certificate. Select the appropriate certificate and click "OK". *[Note: More than one certificate may be displayed; see Section 1.3.2 for instructions on viewing certificate details.]*



9. The "ActiveCard Gold – Enter PIN" window appears. Enter the CAC pin and click "OK".

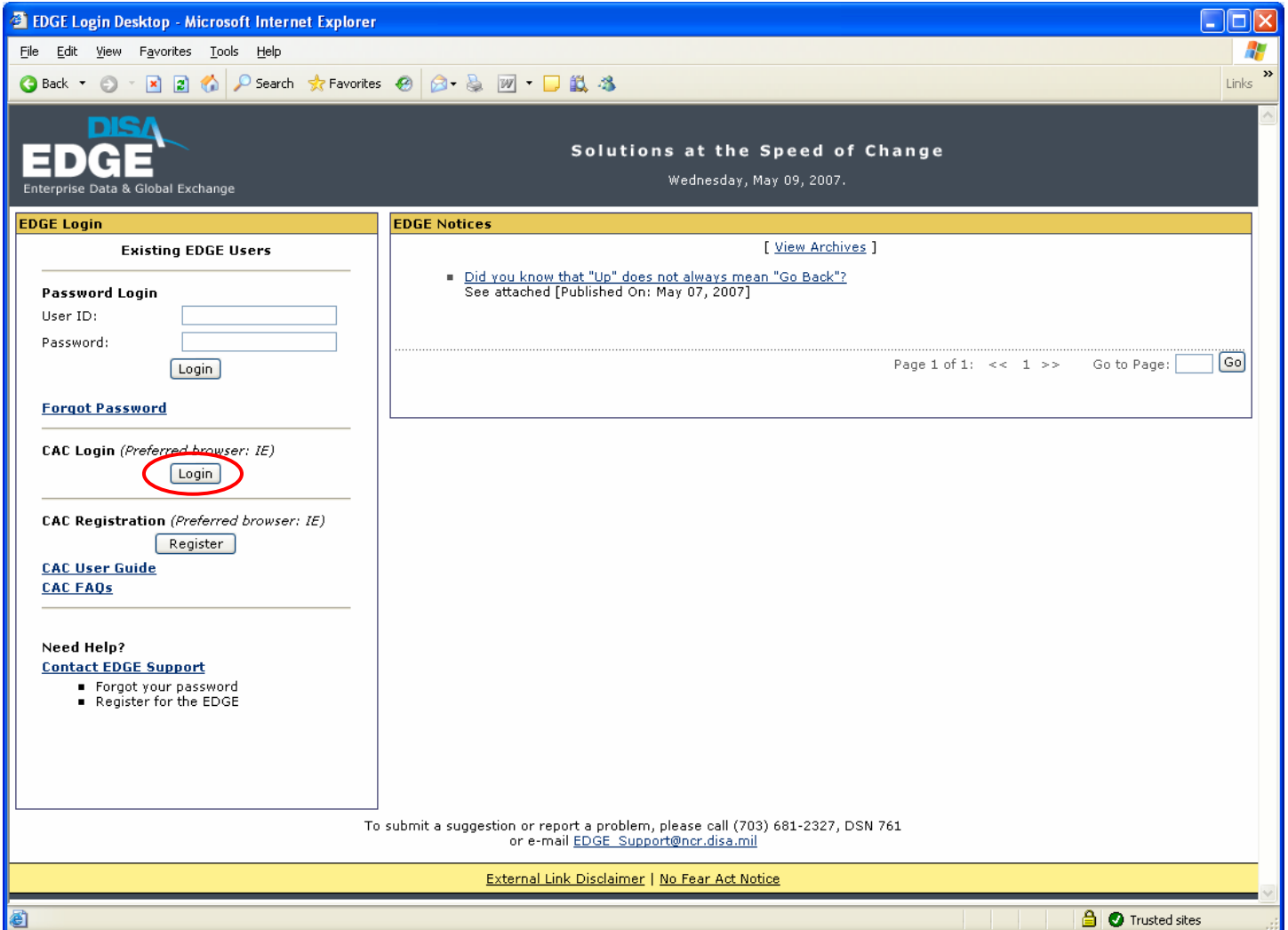


10. The "CAC Registration Completion" window will appear, confirming that the user's certificate has been successfully registered. Click "Finish" to access the EDGE.

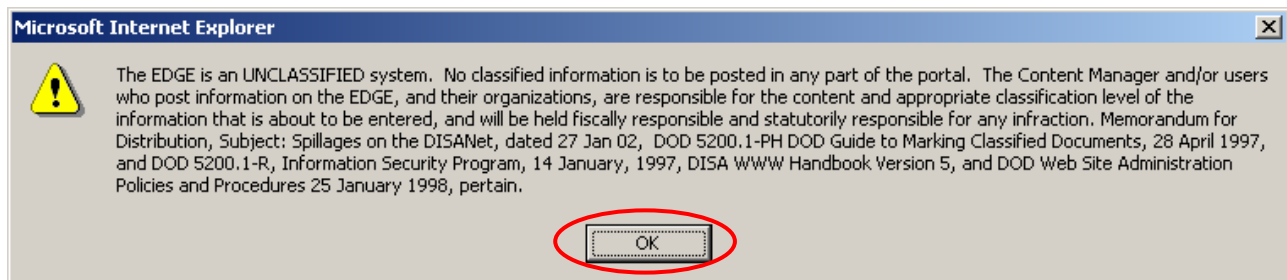


## 1.2 CAC Login

1. Insert the user's CAC in the reader.
2. Open Internet Explorer and access the EDGE login page at <https://edge.disa.mil>.
3. Click the "Login" button under "CAC Login".

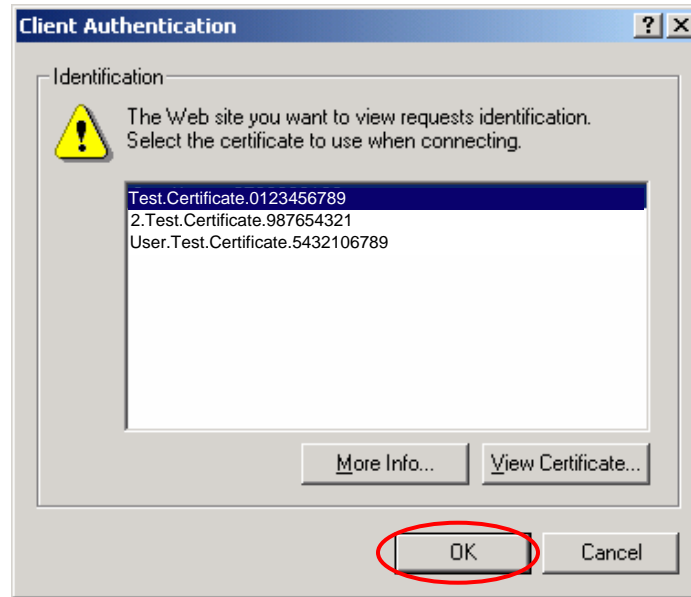


4. The EDGE disclaimer appears; click "OK" to continue.





5. The Client Authentication window appears, displaying the user's certificate. Select the appropriate certificate and click "OK". *[Note: More than one certificate may be displayed; see Section 1.3.2 for instructions on viewing certificate details.]*



6. The "ActiveCard Gold – Enter PIN" window appears. Enter the CAC pin; and click "OK".

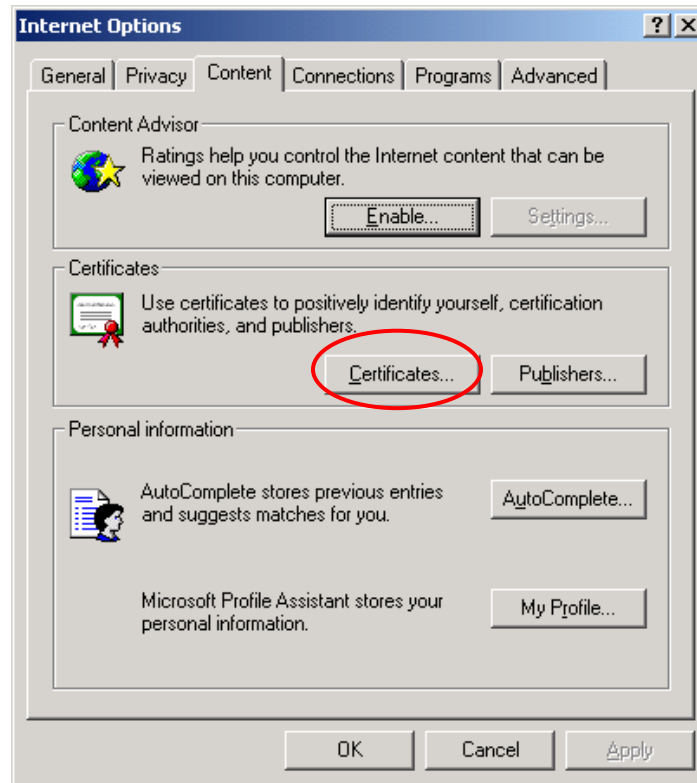


7. The user is now authenticated to the EDGE portal.

## 1.3 Importing Software Certificates in Internet Explorer

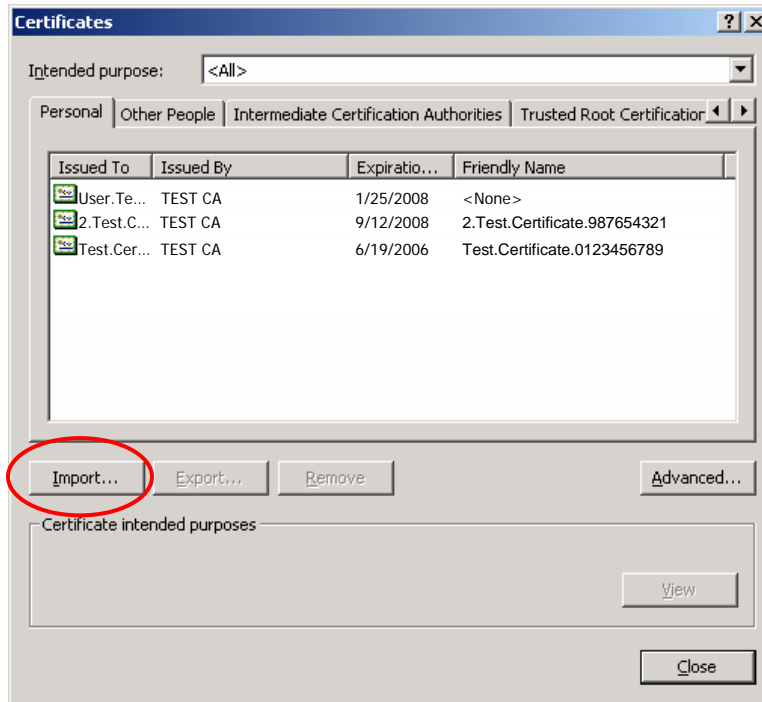
### 1.3.1 Importing Software Certificates

1. Open Internet Explorer.
2. From the top menu, navigate to Tools/Internet Options/Content; the following window will display.

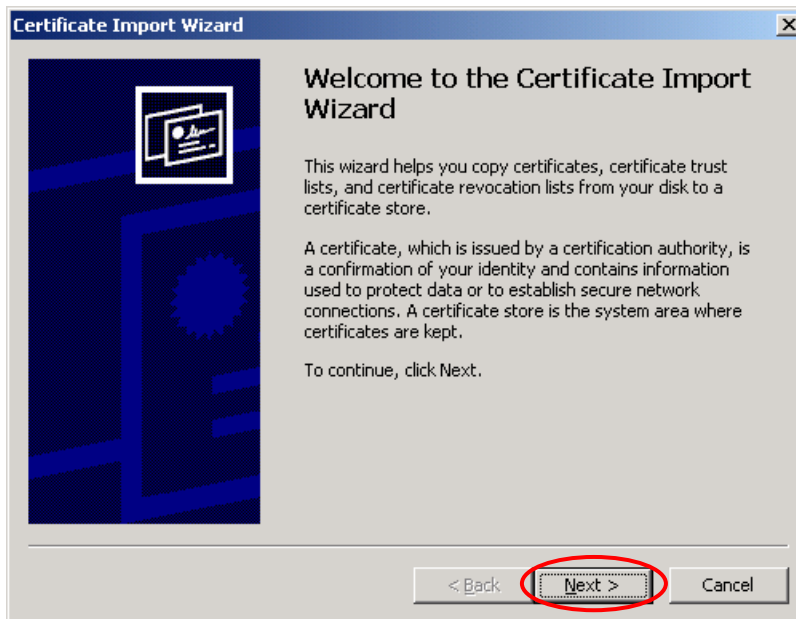


3. Click on "Certificates".

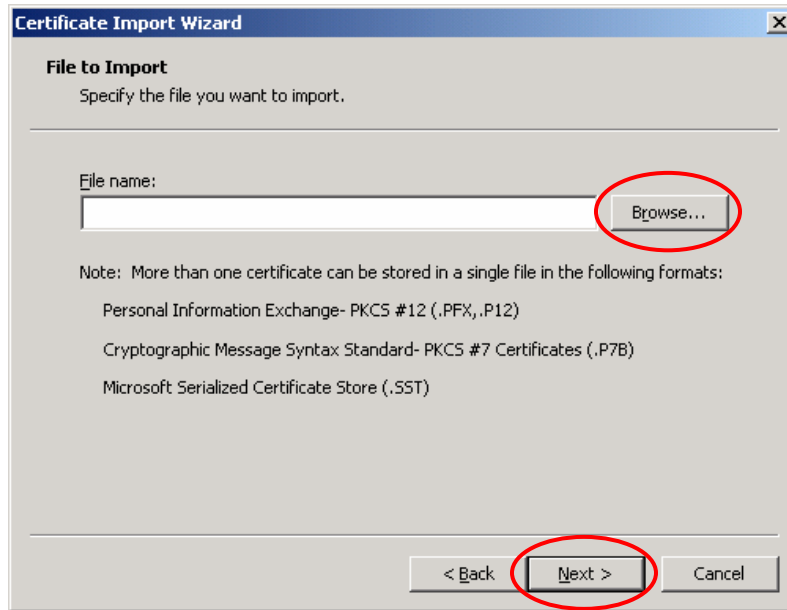
4. The “Certificates” window will appear; click “Import”.



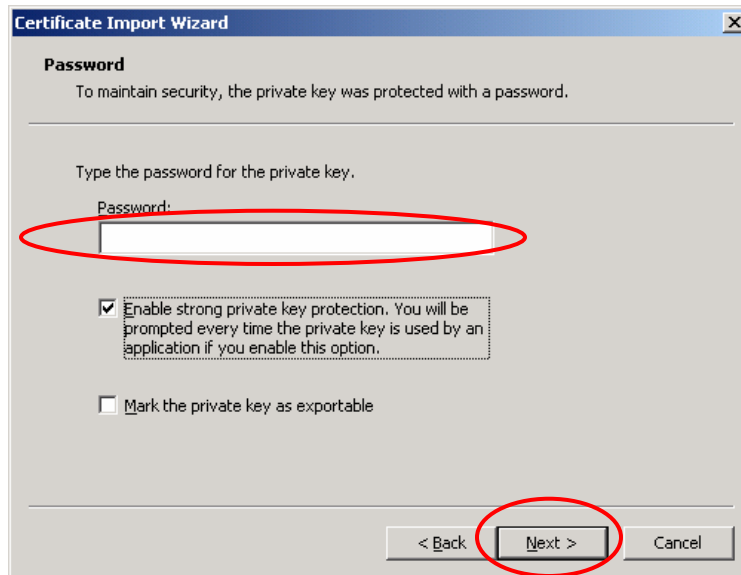
5. The Import Wizard will appear, click “Next”.



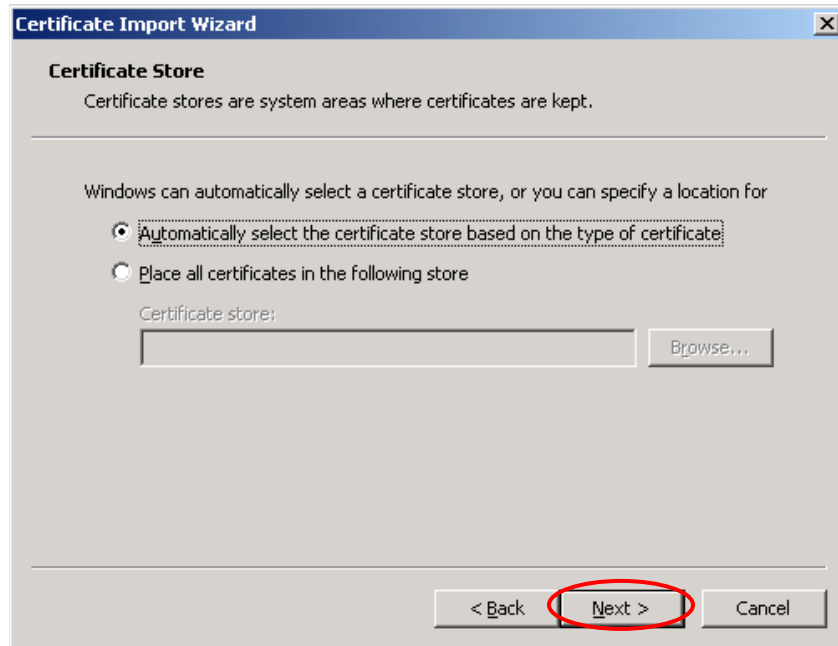
6. Within the “Certificate Import Wizard”, browse to find the software certificate file to be imported (Certificate extensions include: .PFX, .P12, .P7B, and .SST). Click “Next”.



7. If the certificate is password protected, enter the password (this would have been provided upon issuance of the certificate). Click “Next”.

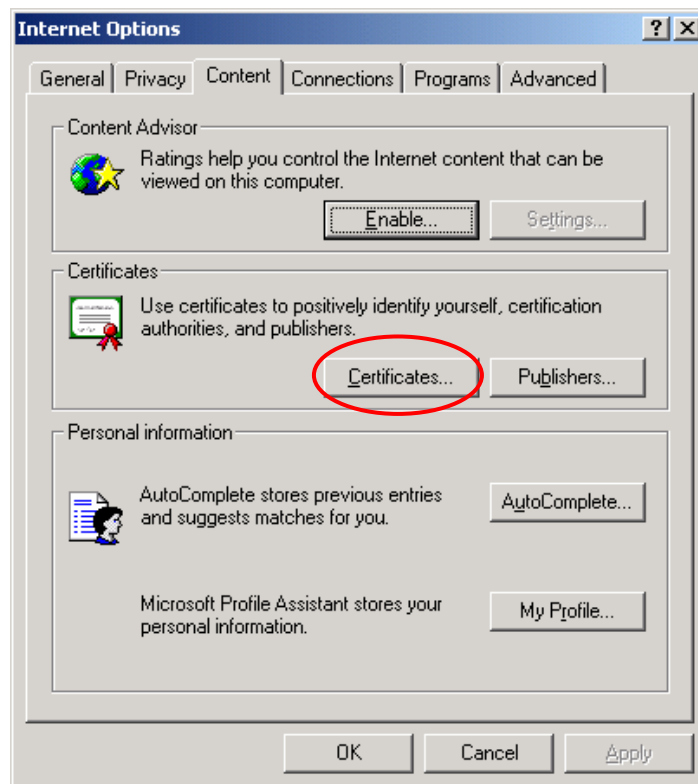


8. The “Certificate Store” window allows the user to either designate a location to store their imported certificate, or choose the browser default location. To define a specific location, select “Place all certificates in the following store” and “Browse” to choose a specific “store”. Otherwise, select “Automatically select the certificate store based on the type of certificate”.
9. Click “Next” to display the completion window; the wizard will indicate whether the import was successful. Click “Finish” to complete the process.



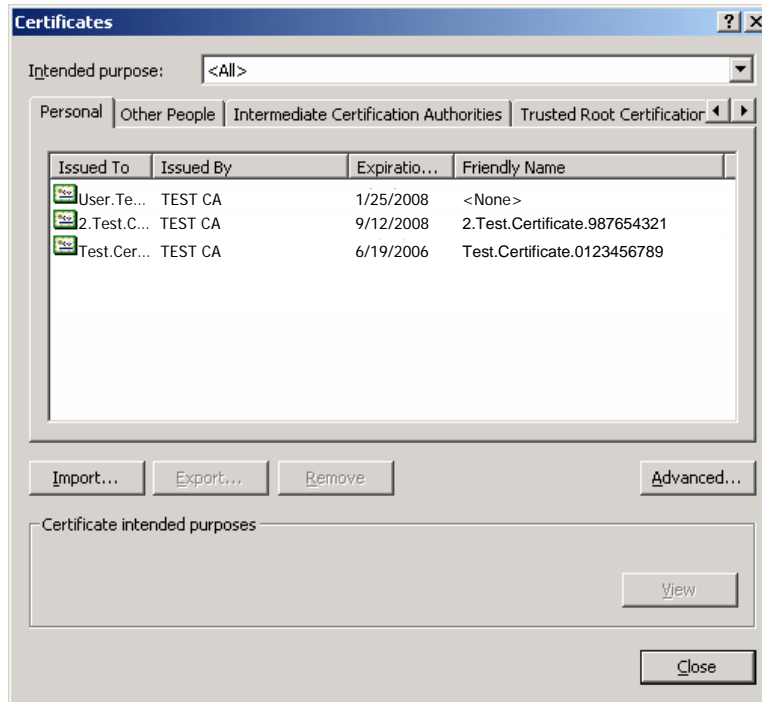
### 1.3.2 Viewing Certificate Details

1. Open Internet Explorer.
2. From the top menu, navigate to Tools/Internet Options/Content; the following window will display.

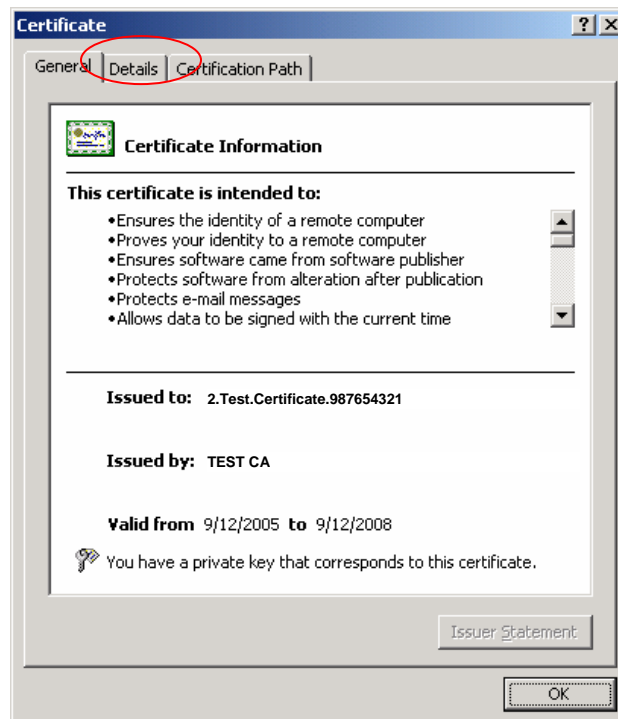


3. Click on "Certificates".

4. The “Certificates” window will appear; double-click on the certificate to be viewed.



5. The individual “Certificate” window will appear, providing certificate information. Click on the “Details” tab to view more information.

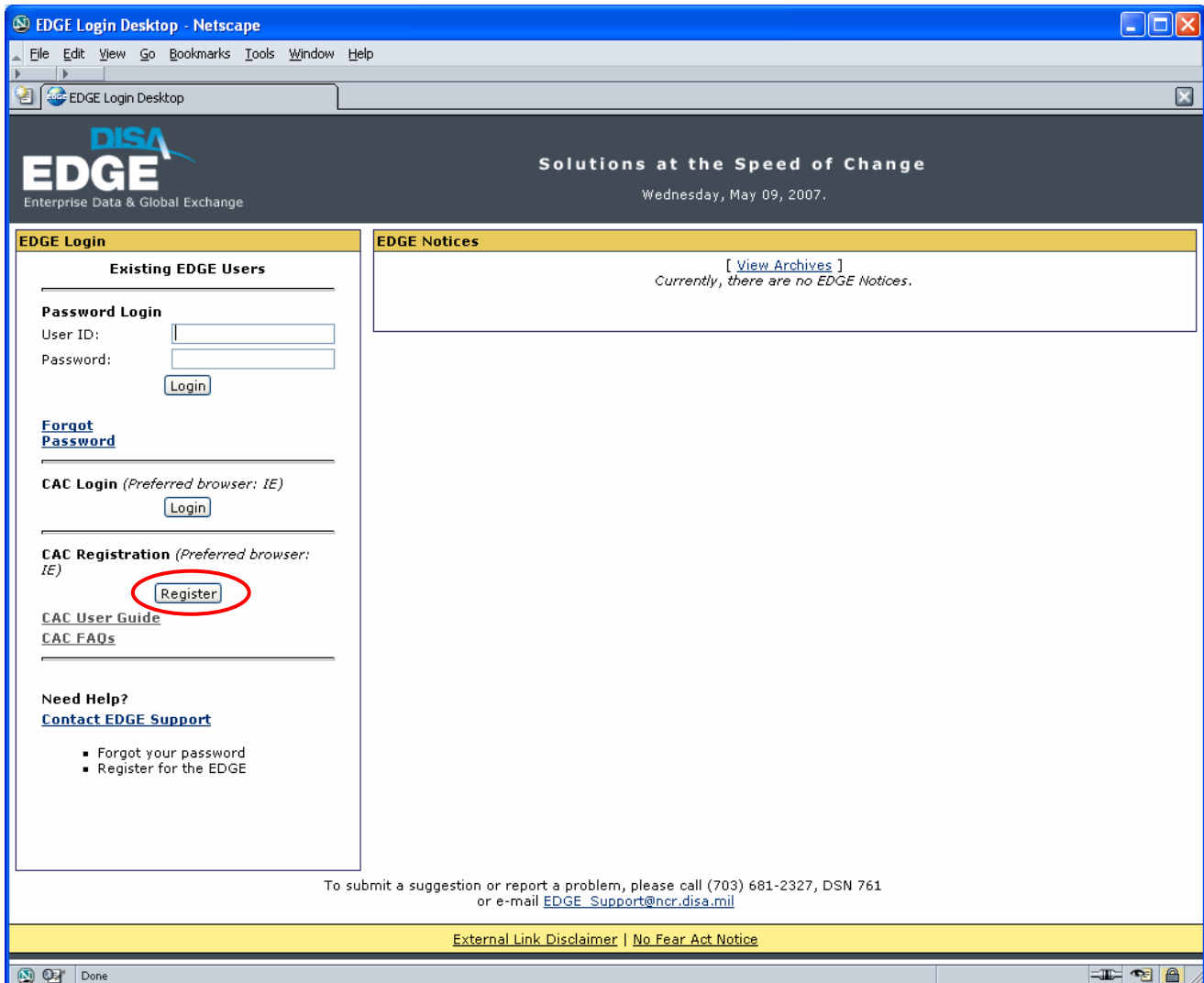


## 2 Netscape

These instructions assume the user has registered their certificate through the ActivCard Gold Utilities and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Netscape); if this is not the case, please contact the DISANet Help Desk at [HelpDesk.DISANet@disa.mil](mailto:HelpDesk.DISANet@disa.mil) or (703) 607-6600, DSN 327.

### 2.1 CAC Registration

1. Insert the user's CAC in the reader.
2. Open Netscape and access the EDGE login page at <https://edge.disa.mil>.
3. Click the "Register" button under "CAC Registration".





4. The "CAC Registration Information" window provides an overview of the registration process. Click the "Register Certificate" button to begin registration.

**CAC Registration Information**

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- **CAC Registration - Enter Security Code.** Type the PKI Security Code provided in the "PKI Self-Registration Security Code" email message into the "PKI Security Code" field and click the "Submit" button.
- **Certificate Selection.** A Client Authentication window will appear; select the appropriate certificate and enter your PIN when prompted.
- **CAC Registration Completion.** The CAC registration is complete. Click "Finish" to log in to the EDGE.

The following screens will step you through the process. Click "Register Certificate" to continue.

**Need Help?**  
[CAC User Guide](#)  
[CAC FAQs](#)

5. In the "CAC Registration Entry" window, enter the user's DISA email address (e.g., [First.Last@disa.mil](#) or [First.Last.ctr@disa.mil](#)) and DISA ID (the first three letters of the last name followed by the last six digits of the Social Security Number). Click on the "Submit" button. Once the user's email address and DISA ID are verified, an email message will be sent to the user's account with a PKI Security Code. *[Note: To complete the remainder of the registration at a later time; a link to the PKI Security Code entry page will be included in the message.]*

**CAC Registration Entry**

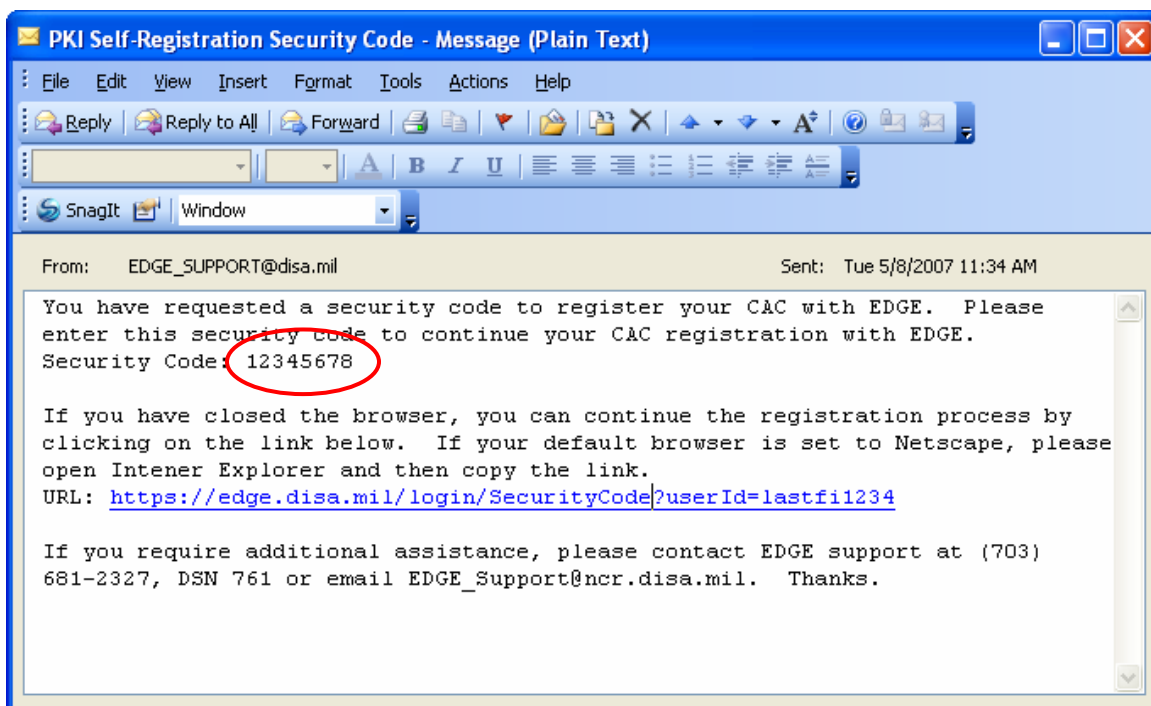
Enter your DISA email address (e.g., First.Last@disa.mil or First.Last.ctr@disa.mil) and DISA ID (i.e., the first three letters of your last name and the last six digits of your Social Security Number) and click the "Submit" button.

\*Email Address :

\*DISA ID :

Your information will be verified and a PKI Security Code will be sent to your email address. (Note: You may close your browser and continue the registration process at any time; a link to the PKI Security Code entry page will be included in the email.)

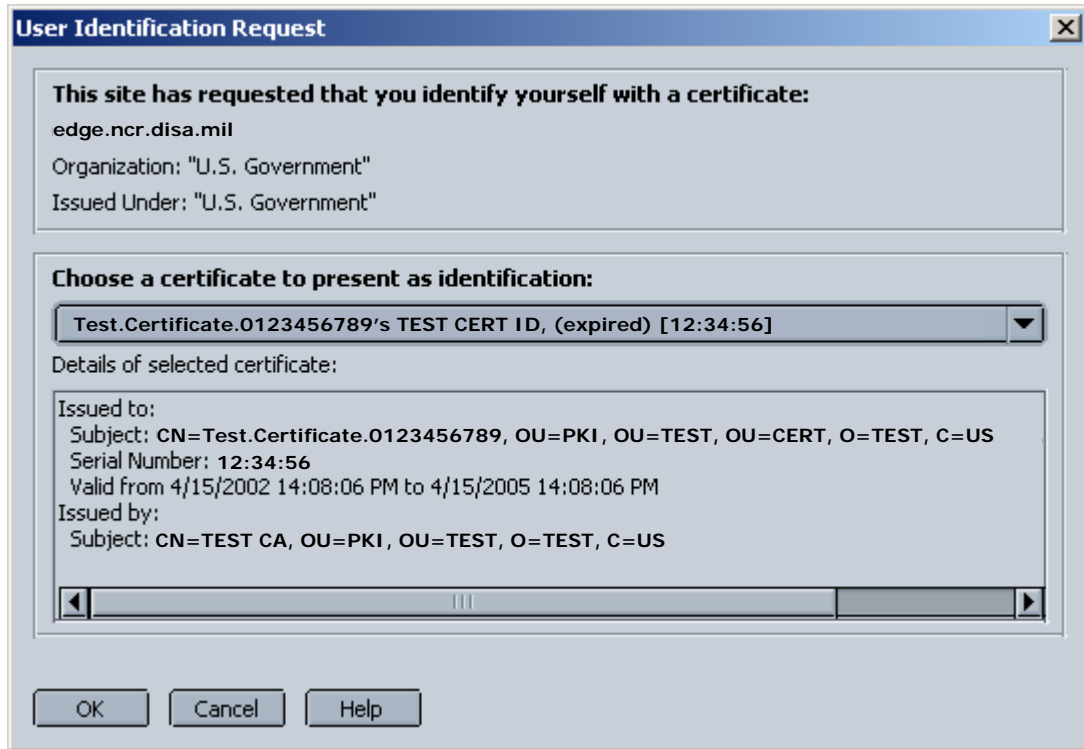
6. Note the PKI Security Code in the email message.



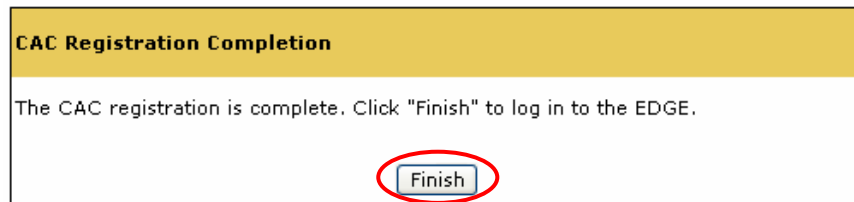
7. Enter the PKI Security Code from the email message into the “CAC Registration – Enter Security Code” window. Click the “Submit” button.

8. A prompt will appear asking to “Please enter the master password for the ActivCard Gold” (this is the CAC pin number). Enter the password and click “OK”.

9. The “User Identification Request” window will appear, displaying the user’s certificate. Select the certificate; click “OK”. *[Note: More than one certificate may be displayed; see Section 2.3.2 for instructions on viewing certificate details.]*

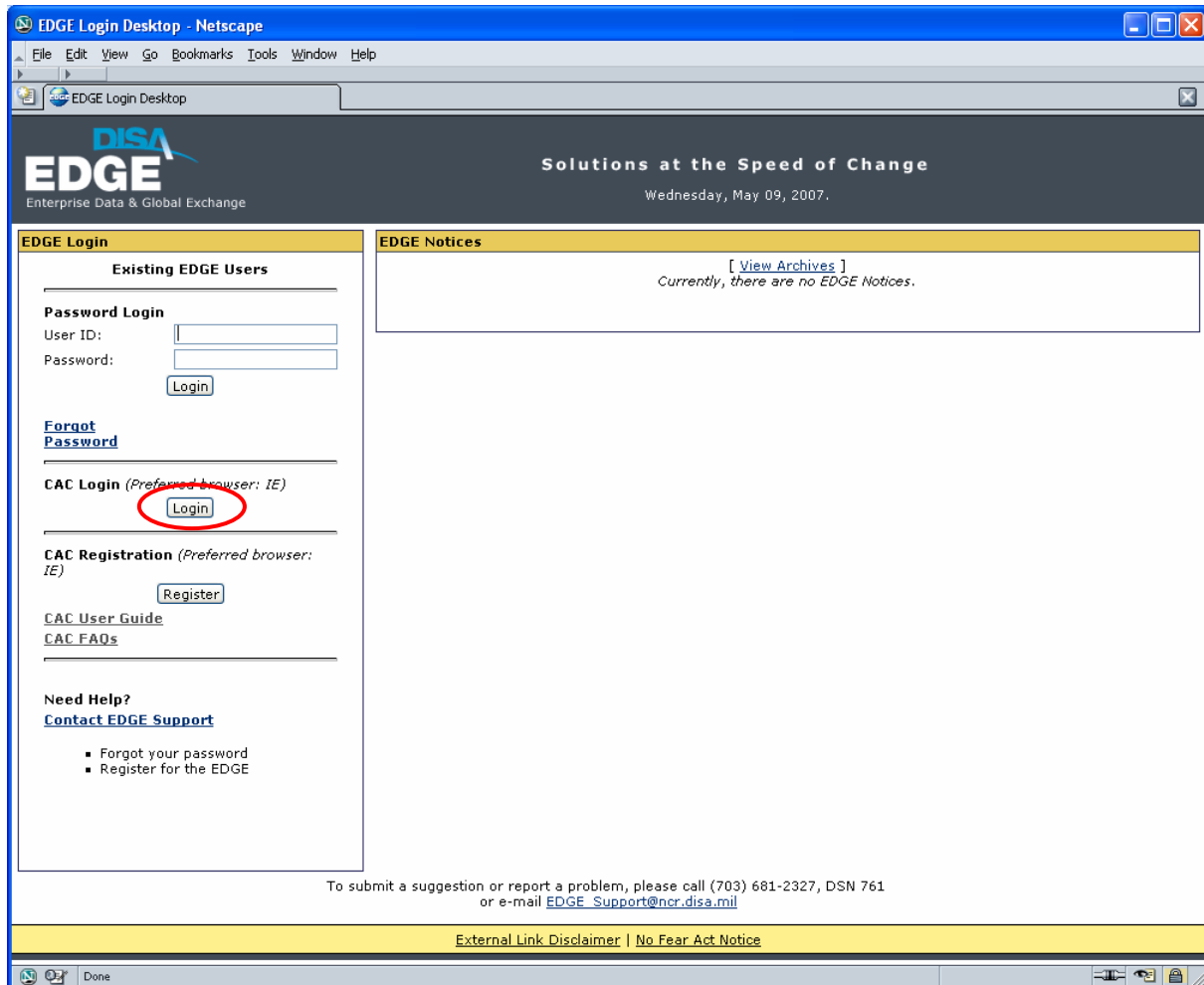


10. The “CAC Registration Completion” window will appear, confirming that the user’s certificate has been successfully registered. Click “Finish” to access the EDGE.

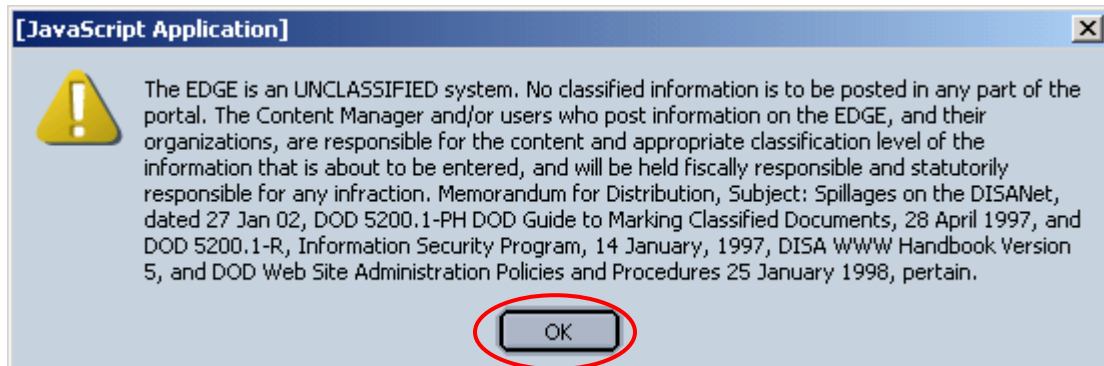


## 2.2 CAC Login

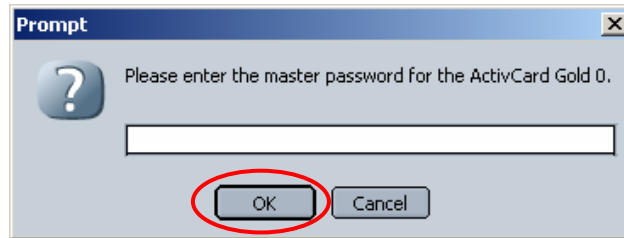
1. Insert the user's CAC in the reader.
2. Open Netscape and access the EDGE login page at <https://edge.disa.mil>.
3. Click the "Login" button under "CAC Login".



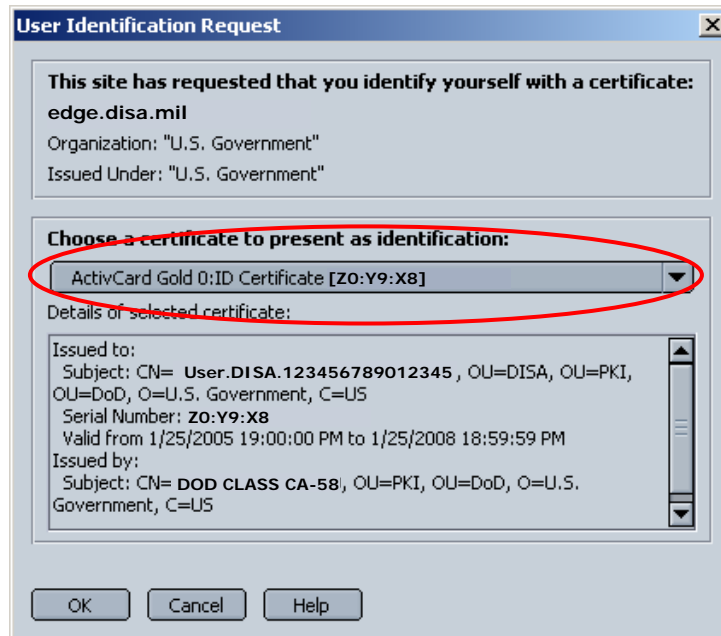
4. The EDGE disclaimer appears; click "OK" to continue.



5. A prompt will appear, asking to "Please enter the master password for the ActivCard Gold" (this is the CAC pin number). Enter the password and click "OK".



6. Select the correct certificate from the drop-down list; click "OK". *[Note: More than one certificate may be displayed; see Section 2.3.2 for instructions on viewing certificate details.]*

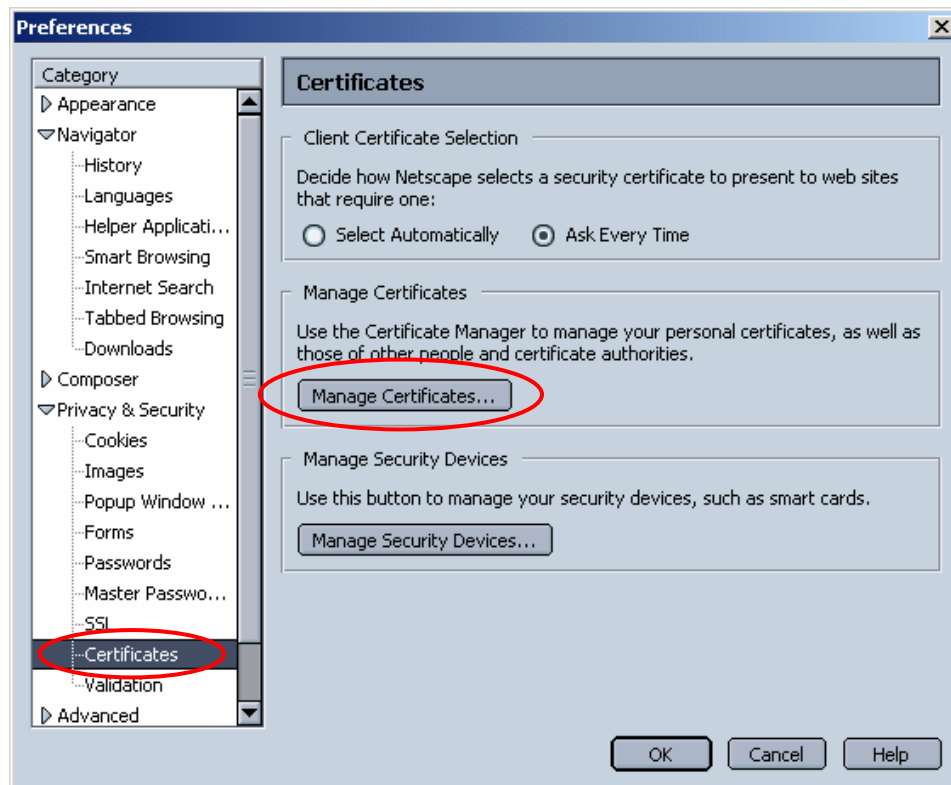


7. The user is now authenticated to the EDGE portal.

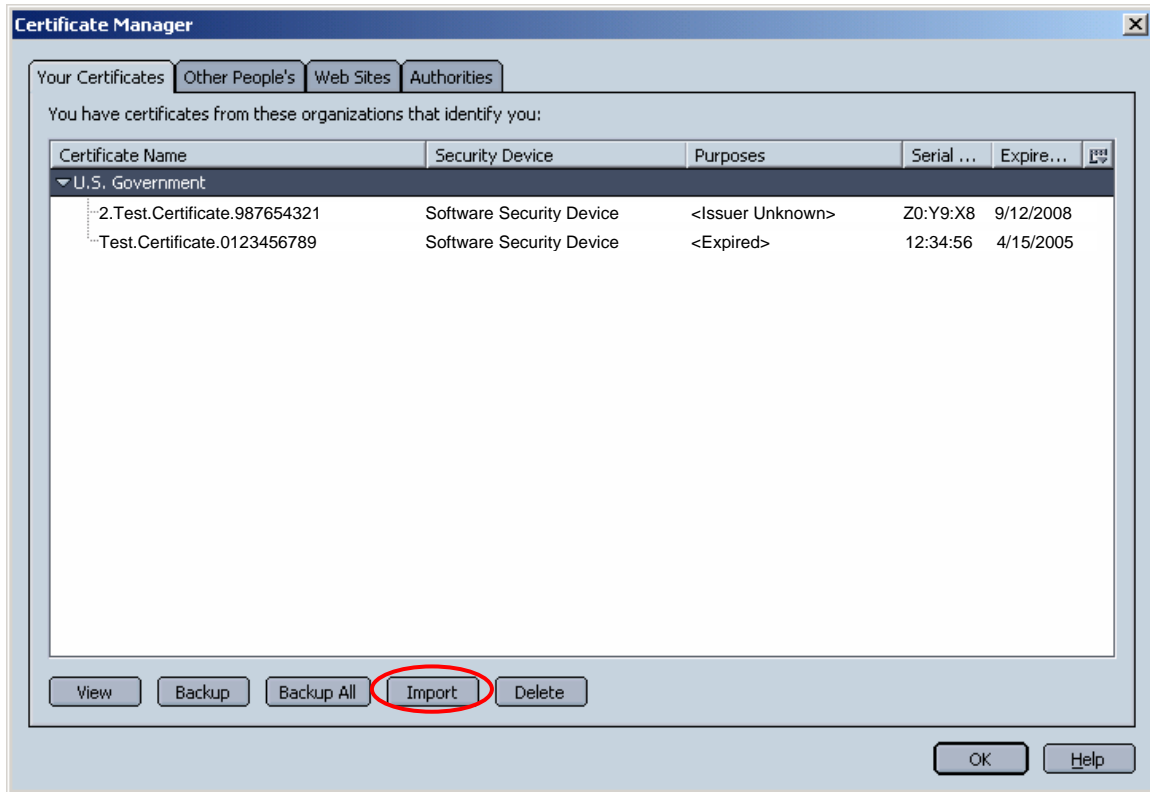
## 2.3 Importing Software Certificates in Netscape

### 2.3.1 Import a Certificate

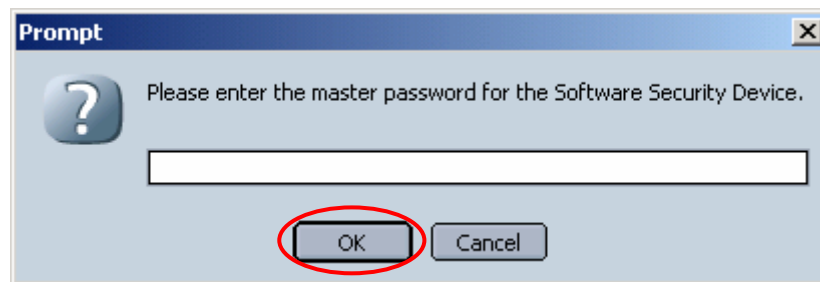
1. Open Netscape.
2. From the top menu, navigate to Edit/Preferences; the "Preferences" window will appear. Double-click the "Privacy & Security" listing; select "Certificates".
3. Click the "Manage Certificates" button.



4. The "Certificate Manager" window will appear; click "Import" to import a software certificate.

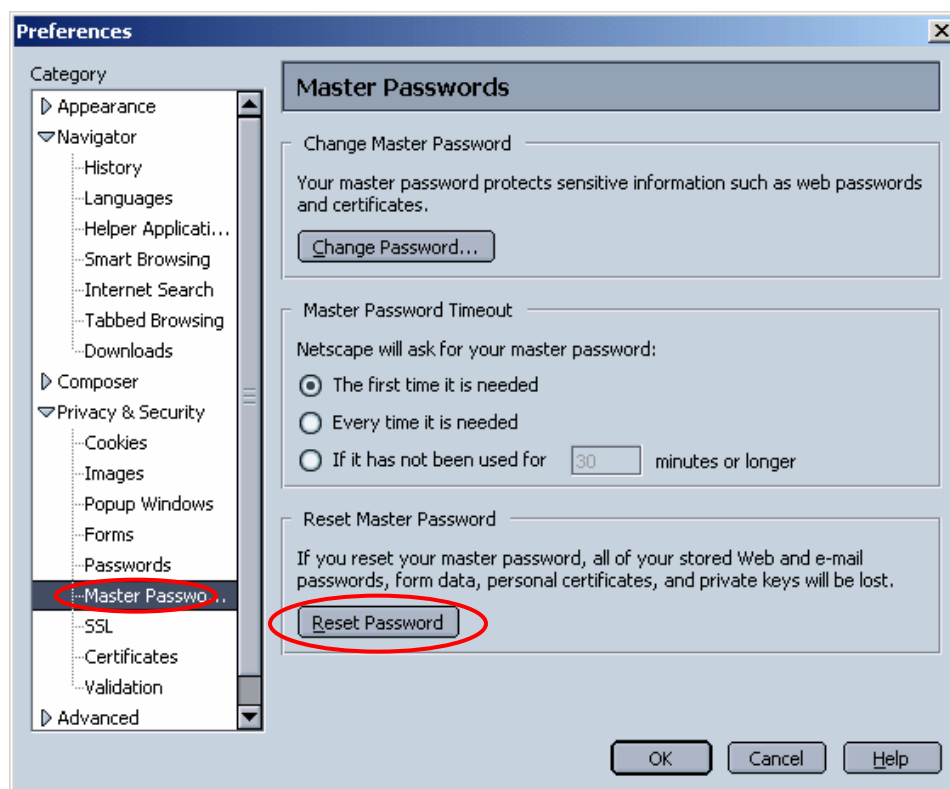


5. The standard Windows Browser will appear; browse for the certificate file to import and click "OK".
6. The Netscape master password prompt will appear.

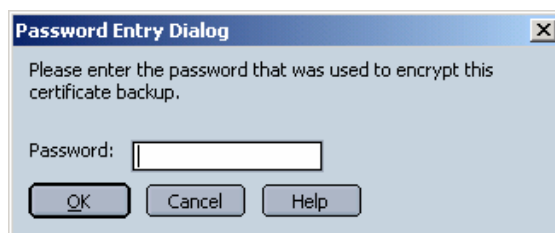


7. Enter the master password associated with the Software Security Device (this is the password for the Netscape certificate repository; if a master password has not been set, Netscape will prompt the user to create a password). Click "OK".

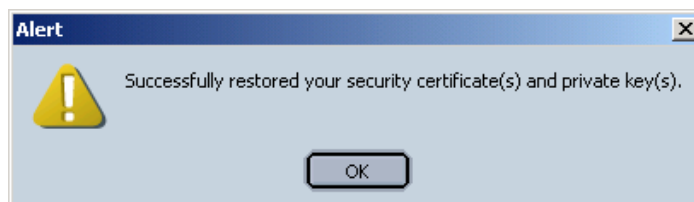
*[Note: If you are unfamiliar with this process, click “Cancel”, return to “Privacy & Security” under the “Preferences” window and select “Master Password”. A “Reset Password” button will allow the user to reset the master password. For further information, use the Netscape “Help and Support Center” (F1).]*



8. After entering the Netscape master password, the “Password Entry Dialog” window will appear. Enter the password associated with the imported certificate.



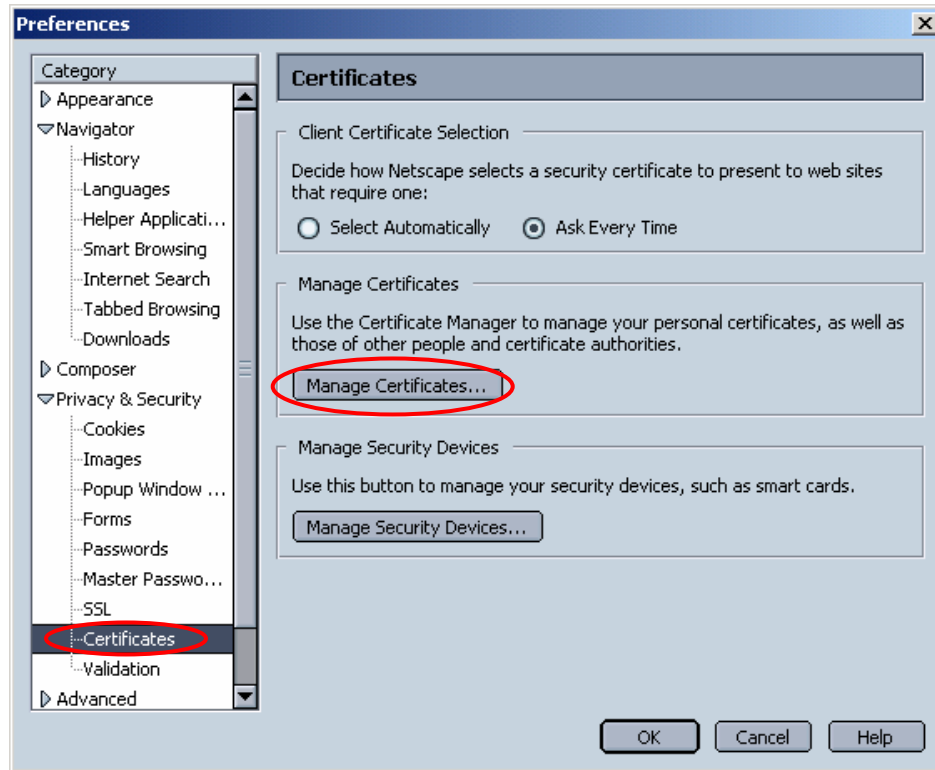
9. A confirmation message will appear when the import is complete.



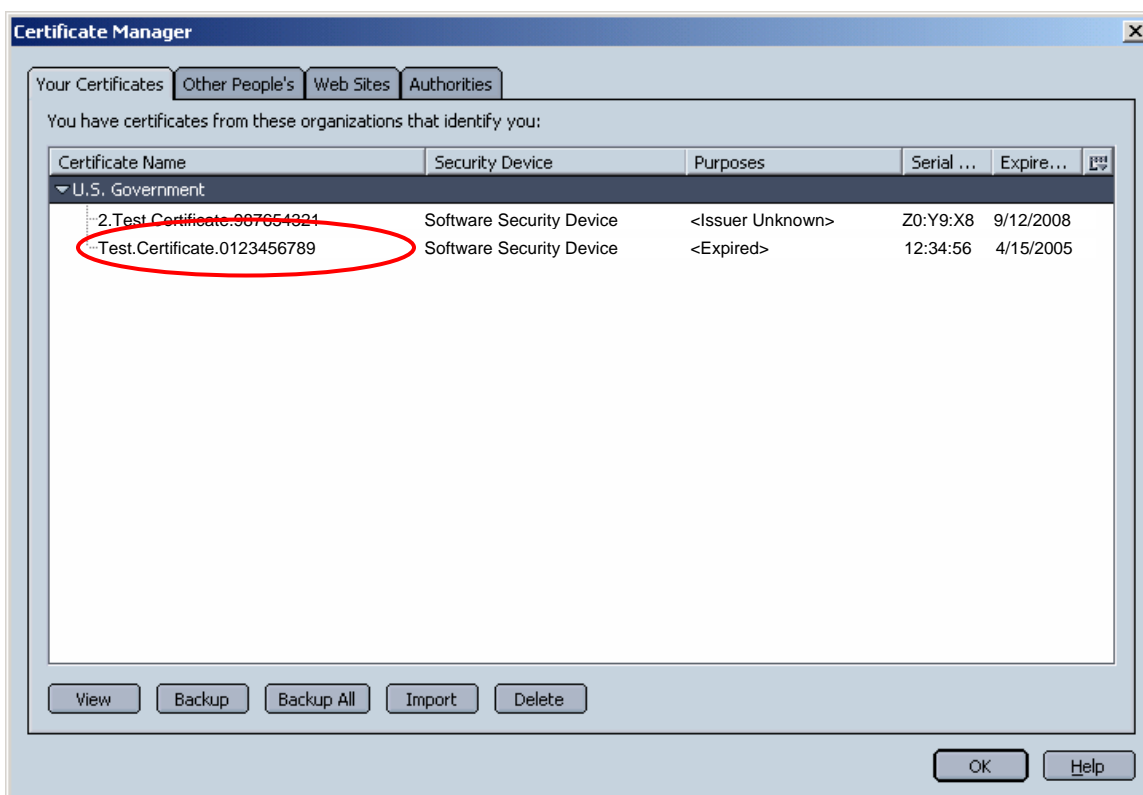


### 2.3.2 Viewing Certificate Details for Verification

1. Open Netscape.
2. From the top menu, navigate to Edit/Preferences; the “Preferences” window will appear. Double-click the “Privacy & Security” listing; select “Certificates”.
3. Click the “Manage Certificates” button to display the “Certificate Manager” window.



## 4. Double-Click on a certificate.



5. The individual "Certificate Viewer" window will appear, providing certificate information.

